

# Oklahoma Statewide Digital Projects Survey

## 1. About the Oklahoma Statewide Digital Projects Survey

Results of this 25-question survey will help identify current activities and future needs of Oklahoma's cultural heritage institutions in the creation, delivery, and preservation of digitized resources. The survey is funded by the National Historical Publications and Records Commission and sponsored by the Oklahoma Department of Libraries, Oklahoma Historical Records Advisory Board, and Oklahoma Museums Association.

For the purposes of this survey, digitization is defined as creating electronic images of hard copy items such as books, journals, photographs, artwork, historical and rare documents, artifacts, etc. The electronic image that is created can be stored and viewed on a computer.

### 1. If you wish to receive a copy of the Survey Report, please be sure to provide an email address.

**Name:**

**Company:**

**Address:**

**Address 2:**

**City/Town:**

**State:**

**ZIP/Postal Code:**

**Email Address:**

**Phone Number:**

### 2. What is your organization type?

- |   |   |
|---|---|
| <input type="checkbox"/> Museum                 | <input type="checkbox"/> Tribal Library       |
| <input type="checkbox"/> Public Library         | <input type="checkbox"/> Tribal Museum        |
| <input type="checkbox"/> Archive                | <input type="checkbox"/> Tribal Archive       |
| <input type="checkbox"/> Academic Library       | <input type="checkbox"/> Historical Society   |
| <input type="checkbox"/> Academic Museum        | <input type="checkbox"/> Genealogical Society |
| <input type="checkbox"/> Academic Archive       |   |
| <input type="checkbox"/> Other (please specify) |   |

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## 2. Collection Information

**1. To help us gain an idea of the scope of resources held by Oklahoma cultural institutions, please indicate the subject areas and formats of your collections. This question is referring to collections in general, not digitized collections.**

	Photos	Maps	Personal Papers	Audio	Video	Books	Text	Art work	Artifacts
Anthropology/Natural History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farming and Ranching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Folklife/Folklore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genealogy/Local History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Politics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tribal History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Western History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

## 3. Digitization Projects

### 1. Are you currently digitizing any of your materials?

- Yes
- No, but we plan to in the next 12 months
- No, we have no plans to digitize any materials. Note: Even if you are not planning to digitize materials, we would like to learn more about your collections. You may continue the survey, answering only what you wish, or you may exit the survey now.
- Other (please specify)

### 2. If you answered "yes" or "plan to" on question number one, please describe the types of materials (photographs, recordings, documents, etc.), the subject matter, and how you plan to use the digitized images.

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## 3. What are the primary goals for your organization's digitization activities? (Select your top three choices.)

- To increase visibility and expand the audience for the organization's collections
- To participate in a grant that supports collaborative initiatives
- To meet public expectations of our organization
- To preserve materials of importance or value
- To increase access to collections, materials, or files
- To minimize damage to original materials
- To provide access to materials through the web
- To save space
- To save money by reducing duplication of materials
- To provide access to materials for specific audiences
- To support distance or other e-learning programs
- Other (please specify)

## 4. Who are the primary users of your digital images? Select all that apply.

- Staff
- Faculty
- Researchers
- Students
- General public
- Other (please specify)

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## 5. How do people access your digital collections?

- Through a website associated with my organization
- Through a website not associated with my organization (please explain in the "other" comment field)
- Onsite only, but plans are underway to make materials accessible online
- We do not plan to make our digital materials accessible via the Internet
- Other (please specify)

## 6. Do you, or are you planning to, collaborate with other organizations on your digitization project(s).

- No
- Yes

If "yes" please elaborate on the partnership.

## 7. What barriers hinder your digitization efforts? (Check all the apply)

- Copyright issues
- Lack necessary equipment
- Lack expertise or technical knowledge
- Lack of funding
- Not sure how to plan a digitization project
- No materials worth digitizing
- Other projects have higher priority
- Staffing limitations
- Not sure what to do with the images once they are digitized
- Other (please specify)

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## 8. Which of the following materials do you currently digitize or have an interest in digitizing in the near future? (Check all that apply.)

- Current materials about your institution or community
- Historical materials about your institution or community
- Local government documents or publications
- State government documents or publications
- Federal government documents or publications
- Organizational records or publications
- Microfilm
- Newspapers
- Maps
- Architectural Drawings
- Posters
- Two-dimensional works of art
- Manuscripts (letters, personal papers)
- Photographs
- Slides
- Negatives
- Glass plate negatives
- Journals
- Theses and dissertations
- Books from the general collection
- Rare Books
- Sound Recordings (music, oral histories, broadcasts, etc.)
- Video Tape
- Film (8 mm, 16 mm, 35 mm)
- Born digital resources, i.e., digital photos, blogs, websites, digital audio
- Other (please specify)

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## 9. In your organization, who works on digitization tasks? (check all that apply)

- Registrar
- Director
- IT staff
- Librarian
- Archivist
- Students
- Clerical
- Volunteers
- Other (please specify)

## 10. Have you outsourced any aspect of your digital project?

- No
- Yes

If you answered "yes," will you please indicate to which company you outsourced the project, what services were provided, and if you were satisfied with the services provided?

## 11. How do you provide information for discovery, access, management and preservation of your digital resources? Note: The official term for this process is "metadata" and can include administrative, descriptive, and technical information. (check all that apply)

- Do not use any form of metadata
- Provide administrative metadata (indicates who has access privileges, rights and ownership information)
- Provide descriptive metadata (describes title, subject, context)
- Provide technical metadata (describes production process or digital attributes of the work)
- Other (please specify)

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## 12. What tools do you use in preparing metadata?

- Library of Congress Subject Headings
- Art and Architecture Thesaurus
- Cataloging Cultural Objects
- AACR2
- Other (please specify)

## 13. Which digital asset management system do you use to manage digital projects, including data creation, metadata and image repository activities, registry of preservation metadata, and as a means to provide access to users?

- Do not know
- PastPerfect
- OCLC's CONTENTdm
- Open Archives Initiative
- FileMaker Pro
- Other (please specify)

## 14. How do you fund your digitization projects?

- Through federal funding
- Through state funding
- Through private funding (foundations, corporations, individuals)
- Through annual operating funds
- Through sales of products associated with digital collections
- Other (please specify)

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## 15. Your organization considers digital projects to be - (Select the best option.)

- Part of regular operations
- Finite, special projects
- Both
- Other (please specify)

## 16. Does your organization have written policy documents and/or procedures addressing digital holdings in the area of:

- Mission and goals
- Digital collection development
- Digital preservation plan
- Exhibitions
- Rights and licensing
- Other (please specify)

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## 17. What digital preservation strategies are you implementing? Check all that apply.

- Data is not backed up
- Files are rarely backed up
- Files are backed up daily or when changes are made
- Files are back up on a regular basis
- Data is backed up on optical media (CD or DVD)
- Data is backed up on tape
- Data is backed up on external hard drive
- Data is backed up on removable flash drive
- Backup files are stored in-house
- Backup files are stored off-site, but nearby
- Backup files are stored at a distance of at least 500 miles away
- Other (please specify)

## 18. Does your organization conduct surveys of people using your digital collections to determine trends, usefulness of information, and user expectations?

- No, we do not survey users
- Yes, we survey users on a regular basis
- We currently are not surveying users but intend to add this activity at a later date.
- Other (please specify)

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## 4. Training Needs

The Oklahoma Department of Libraries will provide training in digitization projects during 2010. Please help us plan training that is most useful to you by answering these questions.

**1. Two days of training will be offered, most likely in Oklahoma City. Which of the following do you prefer.**

- One day workshops, scheduled several weeks apart.
- Two day workshops.

Other (please specify)

**2. The Oklahoma Department of Libraries is committed to keeping registration fees as low as possible, generally charging only enough to cover expenses such as lunch and materials. It is anticipated that these workshops will be \$50 per day. Do you consider this registration fee to be:**

- Just right
- Too high
- I would need a scholarship to attend
- Other (please specify)

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**3. Please indicate your interest in workshops on the following topics. For each topic, indicate whether you would be Extremely, Somewhat, or Not interested.**

	Extremely Interested	Somewhat Interested	Not Interested
Introduction to digitization, what it is, advantages and challenges involved, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to begin and maintain a digitization program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to digitize photographs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to digitize audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to digitize video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to digitize textual documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to budget for digitization projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preserving digital materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Software-specific workshops, i.e., CONTENTdm, Greenstone, PastPerfect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Encoded Archival Description	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to metadata	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Imaging basics: scanning, using digital cameras, editing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant writing and other funding strategies for digitization and/or preservation projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to deal with intellectual property, licensing and copyright issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to use digital images in exhibits, both actual and virtual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to promote digital collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case studies presented by organizations that have successful digitization efforts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

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## 5. Digital Collections Initiative

States across the nation are engaging in collaborative digitization programs that support digitization efforts of museums, libraries, archives, historical societies, and other collecting institutions. The projects generally are funded with large federal grants. To see what other states are doing, visit <http://www.bcr.org/dps/cdp/html>.

Several years ago, an initiative to form an Oklahoma statewide digitization was explored. Information about the Oklahoma Heritage Online project may be found at <http://www.okheritage.org/>.

Staff commitments to other projects put the Oklahoma Heritage Online project on hold. The question now arises as to the interest level in resurrecting and/or revamping the project.

### 1. Would your organization be interested in a collaborative digitization project?

- Yes
- No
- Not at this time, perhaps later
- Other (please specify)

### 2. Are you interested in serving on a steering committee to guide the development of a statewide digitization project?

- Yes
- No
- Other (please specify)

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## 3. If a statewide digitization effort was implemented, which of these activities/functions would be most helpful to your organization? (Select your top 3 answers)

	Very Important	Important	Somewhat Important	Not Important
Identify and promote best practices and provide examples of organizations that are successful in the digitization area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consult with my organization on a variety of topics, such as beginning a digitization project, hardware and software needed, standards, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seek major funding from federal institutions to support statewide digitization efforts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serve as a clearinghouse for digital projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Help my organization locate cost effective technologies to use for digitization and ways to implement them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain a network for organizations to discuss digitization related issues online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish a central digitization lab with a wide variety of equipment, including obsolete recording equipment, for to migrate and digitize various materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide resources/server space for an institutional repository	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rent out digitization equipment that organizations could use at their own institution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer professional development activities related to digitization in general	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide information on sources of funding for digitization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Develop an online portal  
similar to the Oklahoma  
Heritage Online concept or  
other statewide initiatives

Other (please specify)